

Complete the speech bubbles with your own ideas and then listen to the audio and compare.

Oh I'm sorry....



1

He's not here.
Can I.....



2

Tomorrow I'd like to
meet with you to.....



I didn't get that.
Could you.....



3



6



Good morning.
How.....

5

The best thing about
my job is.....

Excuse me, could I ...

Please don't interrupt
me when.....

Would you mind.....



7



8



9

Business socializing requests and talking on the phone answers

1 Oh I'm sorry. I'm late. I'm leaving in a couple minutes.

2 He's not here. Can I take a message ?

3 I didn't get that. Could you repeat the message?

4 Tomorrow I'd like to meet with you to discuss the latest figures. What would be a good time for you?

5 Good morning. How may I help you?

6 The best thing about my job is our great team.

7 Please don't interrupt me when I'm in a meeting/on the phone.

8 Excuse me, could I make a suggestion ?

9 Would you mind being a bit quieter ?